INSTRUCTIONS FOR COMPLETING SF 298

SF298 Instructions	Supplemental Guidance for NPS/ATP Purposes
1. REPORT DATE. Full publication date, including day, month, if available. Must cite at least the year and be Year 2000 compliant, e.g. 30-06-1998; xx-06-1998; xx-xx-1998.	Note day-month-year format.
2. REPORT TYPE. State the type of report, such as final, technical, interim, memorandum, master's thesis, progress, quarterly, research, special, group study, etc.	Mostly planning reports; however, more detail can be provided (i.e., GMP element, charrette, financial feasibility, operational evaluation, etc.).
3. DATES COVERED. Indicate the time during which the work was performed and the report was written, e.g., Jun 1997–Jun 1998; 1–10 Jun 1996; May–Nov 1998; Nov 1998.	May be left blank.
4. TITLE. Enter title and subtitle with volume number and part number, if applicable. On classified documents, enter the title classification in parentheses.	ATP reports typically are single volume reports and unclassified documents, so only the title and subtitle need to be entered.
5a. CONTRACT NUMBER. Enter all contract numbers as they appear in the report, e.g. F33615-86-C-5169.	If applicable.
5b. GRANT NUMBER. Enter all grant numbers as they appear in the report, e.g. AFOSR-82-1234.	If applicable.
5c. PROGRAM ELEMENT NUMBER. Enter all program element numbers as they appear in the report, e.g. 61101A.	May be left blank.
5d. PROJECT NUMBER. Enter all project numbers as they appear in the report, e.g. 1F665702D1257; ILIR.	Enter PMIS number provided by NPS. (If none is available, enter NA.)
5e. TASK NUMBER. Enter all task numbers as they appear in the report, e.g. 05; RF0330201; T4112.	May be left blank.
5f. WORK UNIT NUMBER. Enter all work unit numbers as they appear in the report, e.g. 001; AFAPL30480105.	May be left blank.
6. AUTHOR(S). Enter name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. The form of entry is the last name, first name, middle initial, and additional qualifiers separated by commas, e.g. Smith, Richard, J, Jr.	Enter primary authors. Note that these should correspond with authors/team members listed in the report itself.
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES). Self-explanatory.	
8. PERFORMING ORGANIZATION REPORT NUMBER. Enter all unique alphanumeric report numbers assigned by the performing organization, e.g. BRL-1234; AFWL-TR-85-4017-Vol-21-PT-2.	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES). Enter the name and address of the organization(s) financially responsible for and monitoring the work.	
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13. SUPPLEMENTARY NOTES. Enter information not included elsewhere such as: prepared in cooperation with; translation of; report supersedes; old edition number, etc.	This report addresses alternative transportation decision factors as indicated below (Y/N/NA): (X) Non-construction options; (X) park carrying capacity; (X) life-cycle/ops. & maintenance costs; (X) cost-effectiveness. (Replace the "X" marks with Y, N, or NA, as appropriate.)
14. ABSTRACT. A brief (approximately 200 words) factual summary of the most significant information.	
15. SUBJECT TERMS. Key words or phrases identifying major concepts in the report.	Enter appropriate search keywords, such as: national park, park, alternative transportation, transportation, visitor experience, resource protection, partnerships. These will be used by NPS TIC in archiving and retrieving reports.
16. SECURITY CLASSIFICATION. Enter security classification in accordance with security classification regulations, e.g. U, C, S, etc. If this form contains classified information, stamp classification level on the top and bottom of this page.	Typically "none" or "unclassified."
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18. NUMBER OF PAGES	
19. NAME AND TELEPHONE NUMBER OF RESPONSIBLE PERSON	Enter the appropriate NPS contact person. This may be the person listed on the PMIS, the NPS project manager, or the NPS Regional FLHP coordinator.

Standard Form 298 Back (Rev. 8/98) *with NPS Supplemental Guidance (Rev. 1/05)*